



## Administrative Policy and Procedures Manual

# 604 DUAL EMPLOYMENT

## POLICY

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If a Judicial Branch employee wishes to work for a state agency or in two different positions within the Branch, or if a Judicial Branch supervisor wishes to hire a person who will remain employed by a state agency while working for the Judicial Branch or who works in another Judicial Branch position, approval must be forwarded to the Administrative Service Division Human Resource Management Unit for approval by the Office of the Chief Court Administrator.

## GENERAL INFORMATION

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The three situations which would be regarded as dual employment for the purposes of this policy include:

1. Individuals who work for the Judicial Branch and are being hired by an Executive or Legislative Branch agency;
2. Individuals who are employees of Executive or Legislative Branch agencies and are being hired by the Judicial Branch, and
3. Individuals who are employees of the Judicial Branch who are being hired in another Judicial Branch position.

## PROCEDURES

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A Judicial Branch employee who wishes to take a job with a state agency, in addition to the one occupied within the Judicial Branch, must ask the personnel office of that state agency to complete a [Dual Employment Request form](#) and submit it to the Administrative Services Division Human Resource Management Unit. This form will be used to document that:

1. The work to be performed for the state agency is not within the responsibilities of the position that employee has with the Judicial Branch;
2. The hours of work at the state agency are different from the hours worked for the Judicial Branch; and
3. Conflicts of interest will not arise because of the dual employment with the state agency and the Judicial Branch.

If a Judicial Branch supervisor wishes to hire a person on either a temporary or permanent basis who will remain employed by a state agency while working for the Judicial Branch or who will remain employed in another Judicial Branch position, the supervisor must complete the "Secondary Agency" section of the form and submit it to the Human Resource Management Unit for secondary agency certification.

Blank Dual Employment Request forms may be obtained from the Administrative Services Division Human Resource Management Unit.

**Questions? – [Human Resources](#) - (860) 706-5280**